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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (G)

FROM : Chief, Language Training and Programs Division

SUBJECT: Progress Report for the week 10 July - 16 July

DATE: 16 July 1953

25X1 1. On the invitation of OO/C, [] spent approximately one week in [] The dual purpose of his visit was (a) to increase awareness and understanding of the programs of the Office of Training as they may be of advantage to field office personnel and (b) to conduct experimentally a "training audit" designed to provide recommendations for training that may be considered by [] (surveyed unit). Recommendations to be submitted to the DTR are based upon individual conferences with each member, both professional and clerical [] It is believed that a number of recommendations will have general applicability to other offices. It is not proposed that OTR take any action based on these recommendations except such that may be requested by OO/C, either with reference to []

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25X1 [] This pilot study, however leaves one to believe that such studies and development of programs based upon recommendations arising from these studies can result in providing training services that will be of real interest and benefit to the office concerned.

2. At this time there are indications that approximately 80 requests for the SAIS one week conference are already in channels. With only 10 days remaining before the deadline, it is highly probable that the total requests will exceed 100. These are requests for persons in addition to the 46 students who are enrolled for the summer graduate program at SAIS.

3. In conjunction with S/PP conversations were held with representatives of the Foreign Service Institute concerning area and language study programs designed to meet the proposed program for FY 54.

4. Security-training briefing was held for the candidate to attend the next session at Sandia Base on weapons.

5. A combined total of 146 students are enrolled in introductory and self-study courses in the Language Training Branch.

6. The language laboratory was used for a total of 500 hours during the past week.

7. Four requests for non-CIA language training have been given final approval by the DTR.

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